



PUTTING THE PIECES TOGETHER — SPRING WORKSHOP LIBRARY OF VIRGINIA AND THE PUBLIC SCHOOL RECORDS CONSORTIUM

The Library of Virginia and the Public School Records Consortium is providing an in-depth workshop to all School Divisions in the Commonwealth. This workshop will cover The Freedom of Information Act (FOIA)- What is it ?. Who can make a request? And what is your responsibility?, The Family Educational Rights and Privacy Act (FERPA) - What information is covered under FERPA; What are the rules?, Tips and Tricks and Train the Trainer information— Some tips and information in a round table discussion and Disaster Preparedness— What to do now and after it happens!

There is a registration fee of \$50.00 to participate.

This fee will help offset the cost of the box lunch, refreshments and registration materials. You can register with a credit card at <https://bit.ly/2DvstlR> . Registration is non refundable. You may substitute who attends, but the fee can not be refunded. Purchase orders will not be accepted. If you need to pay by check, please contact Tammy Norman at (540)-658-6757 or normantm@staffordschools.net.

Deadline for registration is Friday, March 29.

Workshop Date:
April 11, 2019
Registration Fee:
\$50.00

Location Details

The Library of Virginia
800 East Broad Street
Richmond, VA 23219

**Contact information for
registration or questions:**

Registration:
Tammy Norman
(540)658-6757
Library of Virginia:
Chad Owen
804-692-3807
PSRC Chairperson:
Georgia McQuigg
(757)898-0314

AGENDA

8:30-9:15	Registration
9:15-9:30	Welcome and Introductions
9:30-10:45	FERPA
10:45-11:00	BREAK
11:00-12:30	Disaster Recovery
12:30-1:30	LUNCH
1:30-2:45	Tips & Tricks Roundtable
2:45-3:15	FOIA
3:15-3:30	Adjournment

Name: _____
Title: _____
Organization: _____
Address: _____
City, State, Zip _____
Phone/Fax _____
Email: _____

Lunch Choice: Please select one.
Seasonal Greens Salad/Baguette/Cookie _____
Turkey Sandwich/Chips/Cookie _____
Ham and Swiss Sandwich/Chips/Cookie _____
Mediterranean Veggie Sandwich/Chips/Cookie _____